

E-rate Consulting LLC – Letter of Agency

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E-rate Consulting LLC- hereinafter referred to as "Consultant" and Santa Rosa Consolidated Schools (344 4th Street, Santa Rosa, NM 88435) hereinafter to be referred to as "School" agree to the following:

The Consultant agrees to:

- I. Help the school appeal the Demand Payment Letters from USAC and associated requests.
- II. If the school wishes- apply for new funding for the 2017-2019 funding years from various vendors on behalf of the school.
- III. Submit online, via email, US Mail, or any other correspondence as deemed necessary and appropriate on behalf of the School. To file any and all documentations related to the E-rate application process. Which include but are not limited to filing E-rate forms, appeals, PIA responses and other documentations necessary to complete the E-rate funding process.
- IV. The term of this agreement shall be for Funding Year 2016-2019 and shall continue until all FRN's (Funding Requests) are resolved. The school may cancel this contract prior to the first form being filed for any given funding year.
- V. Our fiduciary responsibility is solely to the school and does not extend to any vendors. However, we will evaluate vendor's history with the E-Rate program, review contracts for compliance with E-Rate regulations and contact vendors on behalf of the school to the extent allowed under E-Rate regulations.


The School agrees to:

- I. Insure that all forms, communications, and correspondence are filed in a timely manner. (Failure to do so may result in a loss of funding)
- II. Payment of consulting fees as prescribed, which USAC (the E-Rate program), and shall be due upon the issuance of a "Funding Commitment Decision" letter by USAC. **If funds are not awarded to the school, no consulting fee is due.** For payment demanded by USAC for payment. **Any funds still demanded are not subject to a consulting fee.**
- III. Shall file and or certify all paper work in a timely manner, this shall include by mail or the USAC online certification system via PIN. Certification entails the affirmation that all information contained within the forms or documents being certified are a true and accurate representation of the material facts.

Due to the nature of the E-Rate funding process E-Rate Consulting LLC does NOT guarantee the Schools and Libraries will grant any funding request. However, we will make every effort to secure e-rate funding, and will utilize our decade of experience with the program, our understanding of its complex regulations and input from the state coordinators of E-Rate to do so. We will be indemnified and held harmless from any and all legal proceedings not related to negligence. Our role is strictly on an advisory basis and we will render our opinion as to our understanding of the best practices related to this program. However, the school and its representatives signed below have the final decision on all aspects of the program.

Consultant/Advisor

School: Santa Rosa Consolidated Schools


E-rate Consulting LLC
Daniel Hochman


Authorized Representative

8/10/16
Date

Technology Coordinator
Title of Representative